

City of Chattanooga, TN
Personnel Class Specification

Class code 0505

FLSA: Exempt

CLASSIFICATION TITLE: CITY ENGINEER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work functions associated with directing operations of the Engineering and Stormwater divisions of the Public Works Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs operations of the Engineering and Stormwater Divisions to include construction, design, acquisition of easements and rights-of-way, fund dispersal, and provision of engineering services to all city departments.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Oversees department work activities; organizes and prioritizes department workload; assigns projects; monitors status of construction and design in progress; inspects completed work.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, changes, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with management, mayor, city council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with other department personnel, consulting engineers, contractors, developers, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, give/receive advice/direction, or provide technical expertise.

Develops, updates, and implements departmental policies and procedures.

Develops and implements long and short term goals for the department; prepares long term street improvement programs.

Plans, recommends, and implements departmental operating budget; prepares capital budget requests; monitors expenditures for compliance with approved budget; approves expenditure requests.

Reviews design plans for conformance with regulations and specifications; approves/changes plans as appropriate; reviews plans and specifications; ensures procurement of appropriate permits; conducts site inspections of construction projects; visits sites of continuous complaints; evaluates sites of future projects; reviews and approves payments to contractors and consultants.

Attends meetings and serves on committees as needed; participates in preliminary design meetings; attends zoning review meetings with planning staff.

Originates council agenda items such as consultant agreements, construction contract awards, abandonments, temporary use of rights-of-way, and inter-government agreements.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Prepares or completes various forms, correspondence, reports, purchase requests, budget recommendations, performance appraisals, and other documents.

Receives various forms, reports, invoices, purchase requests, payment vouchers, budgetary reports, construction updates, project status reports, preliminary/final design plans, maps, blueprints, drawings, specifications, contracts, manuals, regulations, codes, ordinances, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, e-mail, or other software programs.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Civil Engineering; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible management/engineering experience in public works infrastructure design and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a Professional Engineering License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, or temperature and noise extremes.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.